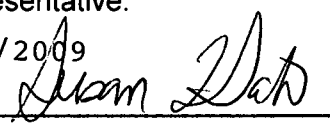



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-10,71 <hr/> Page 1 of 3
Agency St. Mary's County Government		Division/Unit Human Resources
Item No.	Description Supersedes Schedule C545	Retention
1.	<u>Official Personnel Records</u> Files contain original applications and resume, authority to hire, appointment letter, performance evaluations, awards, disciplinary actions, salary information, promotions, employment contract, offer letter, demotions, transfers, reduction in force, employment contracts, education and training records, college transcripts, position descriptions, written correspondence, letters of recognition, signed acknowledgements, termination records, etc.	Retain in the office until termination of employment and destroy seven (7) years after termination date.
2.	<u>INS Form I-9 Employment Eligibility Verification Form</u> – Signed by each newly-hired employee and the employer.	Retain for three (3) years after the date the person begins work or one (1) year after the employee's employment is terminated, whichever is later, then destroy.
3.	<u>Employment Case Files</u> PO-2 Personnel Action Form, requesting to hire/advertise, Position Description, Vacancy Announcement, Newspaper Advertisements, Crediting Plan, Rating Sheets, List of applicants with name and address, Calscor, Confidentiality Statements with panel members signature, Questions asked to candidates, Interview Schedule, Employment Register, Employment Applications/Resumes with a copy of the Non-Select Letter attached, Appointment Letter selecting the candidate for the position.	Retain in the office for three (3) years then destroy
Schedule Approved by Department, Agency, or Division Representative. Date 3/12/2009 Signature <u></u> Typed Name <u>Susan Sabo</u> Title <u>Director of Human Resources</u>		Schedule Authorized by State Archivist Date <u>14 May 09</u> Signature <u></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C-1071
		Page 2 of 3
Agency St. Mary's County Government		Division/Unit Human Resources
Item No.	Description	Retention
4.	<u>Family Medical Leave Act of 1993/FMLA</u> Dates of FMLA leave taken, with hours of each leave taken if less than a full day long, copies of employee notices of leave given to the employer, copies of all required general and specific notices given to employees, documents describing employee benefits or employer policies related to paid and unpaid leave, premium payments related to employee benefit plans, records of any dispute between the employer and employee regarding whether leave qualifies under FMLA.	Retain for three (3) years after the leave ends in accordance with FMLA, then destroy.
5.	<u>Drug and Alcohol Testing</u> FMCSA, FTA, USCG (A). Negative drug test results, Alcohol test results less than 0.02. (B). Records relating to the alcohol and drug collection process. (C). Previous employer (D). Annual Management Information System/MIS reports, employee evaluation and referrals to SAP's, follow-up schedules, refusal to test, alcohol test results 0.02 or greater, verified positive drug test results, EBT calibration documentation	A. Retain for one (1) year, then destroy. B. Retain for two (2) years, then destroy. C. Retain for three (3) years, then destroy. D. Retain for five (5) years, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Agency

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Human Resources

Item No.	Description	Retention
6.	<u>Occupational Safety and Health Act/OSHA</u> Employee Medical Records, Employee Exposure Records.	Retain for five (5) years and until all administrative value ceases, then destroy, retain cases involving exposure to blood or other potentially infectious material for thirty (30) years, then destroy.
7.	<u>Employee Benefit Files</u> Files contain health insurance information, life insurance information, and all other benefit information.	Retain for three (3) years after employee termination, or one (1) year after termination of plan, whichever occurs first, then destroy.
8.	<u>Safety Training Records</u> Training Records pertaining to Hazardous Communications, Hearing Conservation, Defensive Training, Bloodborne Pathogens/Exposure Control, Portable Fire Extinguisher, and Personal Protective Equipment.	Retain for three (3) years, then destroy.
9.	<u>EEO-4 FORMS- Title VII Civil Rights Act of 1964</u>	Retain reports for a period of three (3) years, then destroy.
10.	<u>Americans with Disabilities Act/ADA-Title VII Civil Rights Act of 1964</u> Records relating to any BIAS or Discrimination charge, including but not limited to: Evaluations, job descriptions, payrolls and other records relating to charging party and all similarly-situated employees.	Retain until final disposition of charge or action, then destroy.